

Message

From: Robles, Elaine [Robles.Elaine@epa.gov]
Sent: 4/16/2013 6:29:32 PM
To: Gaber, Noha [Gaber.Noha@epa.gov]
CC: Stavnes, Sandra [Stavnes.Sandra@epa.gov]
Subject: SMP project information and process
Attachments: Skills Marketplace Pilot Program project proposals.docx

Hello Noha,

I am currently out of the office and anticipate being out for the rest of this week. I have attached the project proposals that were received. There may be some changes as not all of the proposals may be posted. Also we may receive some additional proposals since we have extended the deadline until 4/29.

For some reason I am unable to access the Project Approval Process form and so I am providing the information in the body of this email.

Project Identification

Region 8 has sent out an all employee communication to employees and managers, soliciting project ideas for the SMP Pilot. Employees were encouraged to speak with their supervisors concerning possible projects. Point of contacts for R8 made appearances at the leadership meetings of the regional program offices to encourage managers to submit proposals utilizing the SMP Project Template made available to them on our internal 8net site.

Project Review

Once a potential project has been identified it is submitted to me via email for an initial review to ensure that the submission is complete and clear. The proposals are collected and saved on a shared drive so they are available to our Executive Leadership Team.

Project Approval

Region 8 has requested the assistance of our Executive Leadership Team to review the submitted proposals using the Selection criteria to identify whether the project meets regional/agency priorities and/or goals among other required/optional criteria and approve the projects that meet the criteria. Once the program has rolled out the approval will be housed in HR requesting feedback with priority listing from ESLT as necessary as projects are submitted.

Project Posting

Approved projects will be posted on the portal through the Human Resources Program Office.

Thank you,

Elaine M. Robles
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